



**CITY AND COUNTY OF SAN FRANCISCO
MAYOR'S OFFICE OF CRIMINAL JUSTICE**

**2006 – 2009
REQUEST FOR QUALIFICATIONS**

**CRIMINAL JUSTICE STRATEGIC PLANNING
AND
ORGANIZATIONAL DEVELOPMENT SERVICES**

**DATE ISSUED: AUGUST 30, 2006
DEADLINE FOR SUBMISSION: SEPTEMBER 20, 2006**

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Mayor's Office of Criminal Justice

Request for Qualifications for Strategic Planning and Organizational Development Consultants

The Mayor's Office of Criminal Justice is issuing this Request for Qualifications (RFQ) to firms and individuals to form a pool of as-needed contractors for strategic planning and organizational development. The purpose of this RFQ is to pre-qualify strategic planners and organizational development consultants for selection on an as-needed basis when the need for these services arises. Ten (10) firms/individuals will be selected to provide services on an as-needed basis for a period of three (3) years, October 15, 2006 – June 30, 2009.

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Appendices:

- A. Human Rights Commission Forms Only one copy of the HRC forms should be submitted with your response in a separate, sealed envelope addressed to Roel Villacarlos, HRC Contract Compliance Officer.
- HRC Forms 1, 2A and 2B, 3, 4, and 5
<http://www.sfgov.org/site/uploadedfiles/sfhumanrights/db/Attachment%203-wf-09-02-04.doc>
[Chapter 14A Rules and Regulations \(Word\)](#)

The following forms will be required only from successful applicants:

- Standard Forms: Listing and Internet addresses of Forms related to Chapters 12B, 12C, and 14A of the S.F. Administrative Code, to Business Tax, and to Employer Identification Number.
- Vendor Profile Application
<http://www.sfgov.org/site/uploadedfiles/oca/purchasing/forms/vendorprofile/application.doc>

Vendor Profile Application Instructions

http://www.sfgov.org/site/uploadedfiles/oca/purchasing/forms/vendorprofile/app_instructions.doc

Commodity Codes for Reference in Filling Out Application

http://www.sfgov.org/site/uploadedfiles/oca/purchasing/forms/vendorprofile/commodity_codes.doc

- IRS Form W-9 <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - Business Tax Declaration
http://www.sfgov.org/site/uploadedfiles/oca/purchasing/forms/p_25a.doc
 - HRC Form 12B-101 (Declaration: Nondiscrimination in Contracts and Benefits)
<http://www.sfgov.org/site/uploadedfiles/sfhumanrights/forms/12b101.pdf>
 - Minimum Compensation Ordinance <http://www.sfgov.org/oca/lwlh.htm>
 - Health Care Accountability Ordinance <http://www.sfgov.org/oca/lwlh.htm>
 - Insurance
http://www.sfgov.org/site/uploadedfiles/oca/purchasing/forms/ins_requirements.doc
- B. Fulfillment of the City's insurance requirements is not required as part of your RFQ response. However, fulfillment prior to contract award is required.
- C. Agreement for Professional Services (form P-500) – Contract Template This document is located as a link under information for this RFQ in “Contract Opportunities” at http://www.sfgov.org/site/controller_index.asp.

**CITY AND COUNTY OF SAN FRANCISCO
MAYOR'S OFFICE OF CRIMINAL JUSTICE**

2006 -- 2009

REQUEST FOR QUALIFICATIONS

**STRATEGIC PLANNING AND
ORGANIZATIONAL DEVELOPMENT SERVICES**

APPLICATION COVER PAGE

Firm Name: _____

Address: _____

Number of Years in Business: _____

Contact Person: _____

Contact Person's Title: _____

Telephone: _____ **Fax:** _____

E-mail: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

**Date and Time
Received by MOCJ**

Mayor's Office of Criminal Justice
Request for Qualifications for Strategic Planning and
Organizational Development Services

I. Introduction

The City and County of San Francisco is committed to the development and implementation of adult and juvenile criminal justice programs and interventions which meet the needs for public safety and victim protection. At the same time, the City is exploring proactive development of crime prevention and adjudication programs that support crime prevention, a reduction in juvenile and adult crime, and increases in victim restitution. The mosaic of programs and public safety strategies is designed to support individuals and communities in the adoption of healthy behaviors and lifestyles that increase public safety and enhance the quality of life for all San Francisco residents.

As part of this goal, the City is committed to developing initiatives that will reduce the incidents of criminal behavior and improve the quality of life for all who live, work, or visit within San Francisco. In an effort to ensure that San Francisco's local crime prevention, intervention and law enforcement programming is of the highest quality, the Mayor's Office of Criminal Justice (MOCJ) is issuing this Request for Qualifications. This RFQ will select a pool of firms/individuals to serve as strategic planning and organizational development consultants as the need for these services arise.

By pre-qualifying a group of firms or individuals to provide strategic planning and organizational development services on an as-needed basis, the City and County will be able to bring the needed entities on board to assist with the planning and organizational development processes in a timely manner. Firms or individuals selected will be pre-qualified for an original term of three (3) years beginning on October 15, 2006 and ending June 30, 2009. In addition, the City shall have two (2) options to extend the term for a period of three (3) years each, which the City may exercise in its sole, absolute discretion.

Once firms or individuals are pre-qualified, they will be formally notified of opportunities as they arise. The Mayor's Office of Criminal Justice will match the needs of the project with the expertise of the firms available on an as-needed basis. Firms or individuals will be required to respond in writing within a specified time frame. Responses must include availability, capacity to handle the particular project and a budget reflecting resources needed to complete the project. MOCJ will have sole discretion in determining which proposals are selected/rejected.

II. Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the particular projects.

The following are work tasks associated with the RFQ. Applicants may suggest a modified scope as part of their proposal.

All respondents to the **Strategic Planning and Organizational Development RFQ** must demonstrate knowledge of strategic planning and organizational development. The following is a general listing of capabilities and is not intended to be a complete. The following capabilities are assumed necessary in conducting strategic planning and organizational development services:

1. Identify, analyze, and recommend successful approaches and strategies to address public safety.
2. Negotiate and meet with city departments for relevant data.
3. Develop sample interagency work agreements.
4. Qualitative evaluations of processes, outcomes, and impacts.
5. Provide technical assistance in the development of organizational and operational action plans.
6. Prepare timelines for recommended strategies.
7. Cost analysis.
8. Logic model development.

Deliverable work products may include:

1. Strategic plans
2. Interim project findings/reports
3. Final project reports
4. Project summaries
5. Evaluation project designs
6. Cost analysis reports
7. Data analysis findings

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be *received* by 5:00 P.M., on **September 20, 2006**. Postmarks will *not* be considered in judging the timeliness of submissions. Proposals may be delivered in person or mailed to:

Dee Schexnayder
Mayor's Office of Criminal Justice
Suite #496
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Requirements:

- Firms/individuals shall submit one (1) original, marked as such, and five (5) copies of the proposal and one (1) copy, separately bound, of required HRC Forms in a sealed envelope clearly marked **Request for Qualifications for Criminal Justice** to the above location.
- Proposals that are submitted by fax will not be accepted.

- Late submissions will not be considered. There are no exceptions.

B. Format and Content of Proposals

Firms interested in responding to this RFQ must submit the following information, in the order specified below:

- 1. Application Cover page** (use the form provided)
- 2. Introduction and Executive Summary** (1 page limit)

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

- 3. Project Approach** (2 page limit)

Please describe a conceptual criminal justice strategic planning or organizational development project. Include the following information:

- i. Overall scope of work tasks;
- ii. Specific activities within the scope of work;
- iii. Schedule and ability to complete various projects within limited time frames; and
- iv. Assignment of work within your firm (not applicable to individuals).

- 4. Firm Qualifications** (4 page limit)

Provide information on your firm's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person.
- b. The firm's principal place of business and location of any other offices.
- c. A brief description of your firm including the firm's organization structure and ownership. Also describe how any joint venture or association would be structured.
- d. A description of not more than four (4) projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. If joint consultants or subcontractors are proposed provide the above information for each.

- 5. Team Qualifications** (2 page limit)

- a. Provide a list identifying: (i) each key person on the project team, (ii) the project manager, (iii) the role each will play in the project, and (iv) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.
- b. Provide a description of the experience and qualifications of the project team members, including brief resumes.

6. References (1 page limit)

Provide references for the firm, lead project manager, and all subcontractors, including the names, addresses, and telephone numbers of three or more recent clients (preferably other public agencies).

7. Fee Proposal (1 page limit)

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal in a sealed envelope that includes the following:

- a. Total fee for each of the disciplines identified in the Scope of Work with a not-to- exceed figure; and
- b. Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

Any prospective applicant must have demonstrated experience preparing comprehensive strategic plans or providing organizational development services for criminal justice programs. Applicants must demonstrate that they have the capacity to perform the work tasks outlined in Section II of this RFQ, Scope of Work. Applicants must also show substantial knowledge of local, state, and national trends in the criminal justice arena. Applicants should have a history working with the City and County of San Francisco departments. Applicants must also demonstrate that they have the capacity to take on projects on short notice. Applicants must also have demonstrated command of current technological tools available (e.g., email, SPSS, PowerPoint, etc.).

B. Selection Process

A selection committee comprised of parties with expertise in criminal justice will evaluate the proposals. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to ten (10) of the firms with the highest scoring proposals will be selected for the pool of as needed strategic planning and organizational development consultants.

Technical Screening

- i. A committee will review all qualification packages based on the evaluation criteria shown in Section C: Selection Criteria.
- ii. The committee will develop a shortlist of ten (10) firms to be submitted to the Human Rights Commission for approval. Firms will only be recommended for consideration by the Human Rights Commission if they are deemed responsive. Non-responsive qualification packages are those that fail to submit any required information.

- iii. The Human Rights Commission will review all short-listed firms for compliance with its requirements. No firm will be recommended for final approval without HRC approval.
- iv. The HRC will determine if there are any appropriate rating bonuses, which are added to the Net Scores. This action by the HRC will determine the final rankings, which will be issued in letterform to each firm. Requests for comments and observations from the selection process may be made after the final ranking by contacting Brenda Abrams at (415) 554-6515.
- v. A maximum of ten (10) firms will be selected from the RFQ process to serve as the as-needed strategic planning and organizational development consultants.
- vi. Notification will be sent to the firms that are short-listed, and approved by HRC.

C. Selection Criteria

1. Project Approach (30 points)

- a. Understanding of the subject area and the tasks to be performed, etc.
- b. Reasonableness of work schedule and fee proposal.

2. Assigned Project Staff (30 points)

- a. Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person.
- b. Professional qualifications and education.
- c. Workload, staff availability and accessibility.

3. Experience of Firm and Subcontractors (40 points)

- a. Expertise of the firm and subcontractors in the fields necessary to complete the tasks.
- b. Quality of recently completed projects, including adherence to schedules, deadlines, and budgets.
- c. Experience with similar projects.
- d. Results of reference checks.

V. Schedule

The City will keep a record of all parties who request and receive copies of the RFQ. Any requests for information concerning the RFQ must be in writing, and any substantive replies will be posted on the webpage of the Mayor's Office of Criminal Justice (http://www.sfgov.org/site/mocj_index.asp) so all parties who have requested and received a copy of the RFQ may see them. If you have further questions regarding the RFQ, please contact Brenda Abrams in writing at Brenda.abrams@sfgov.org.

The anticipated schedule for selecting a consultant is shown below:

<u>Proposal Phase</u>	<u>Date</u>
RFQ is advertised and issued by the City	August 30, 2006
Deadline for submission	September 20, 2006 at 5:00 P.M. sharp
Notify short-listed firms	October 4, 2006

C. Contract Award

At the end of this process firms selected will be retained as as-needed contractors. No awards will be given as a result of this process. This process only serves to pre-qualify a pool of strategic planning and organizational development consultants. As the need for strategic planning and organizational development consultation arises, the Mayor's Office of Criminal Justice will notify participants in the as-needed pool whose credentials are ideally suited to the project. The Mayor's Office of Criminal Justice will select a contractor with whom we shall commence contract negotiations. If a satisfactory contract cannot be negotiated in a reasonable time, the Department Head in his/her sole discretion, may terminate negotiations with the selected contractor and begin contract negotiations with the next similarly suited contractor within the as-needed pool.

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFQ

Respondents are responsible for reviewing all portions of this RFQ. Respondents are to promptly notify the Department, in writing, if the respondent discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the Department promptly after discovery, but in no event later than five (5) working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFQ

Inquiries regarding the RFQ and all oral notifications of an intent to request written modification or clarification of the RFQ, other than inquiries raised at the pre-proposal conference, must be directed to:

Brenda Abrams
Mayor's Office of Criminal Justice
1 Dr. Carlton B. Goodlett Place, Suite 496
San Francisco, CA 94102

C. Objections to RFQ Terms

Should a respondent object on any ground to any provision or legal requirement set forth in this RFQ, the respondent must, not more than ten (10) calendar days after the RFQ is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a respondent to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Addenda to RFQ

The Mayor's Office of Criminal Justice may modify the RFQ, prior to the proposal due date, by issuing written addenda. Addenda will be posted on the webpage of the Mayor's Office of Criminal Justice. The Department will make reasonable efforts to notify respondents in a timely manner of modifications to the RFQ. Notwithstanding this provision, the respondent shall be responsible for ensuring that its proposal reflects any and all addenda issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the respondent frequently check the webpage of the Mayor's Office of Criminal Justice or call before submitting its proposal to determine if the respondent has received all addenda.

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

A respondent may revise a proposal on the respondent's own initiative at any time before the deadline for submission of proposals. The respondent must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any respondent.

At any time during the proposal evaluation process, MOCJ may require a respondent to provide oral or written clarification of its proposal. MOCJ reserves the right to make an award without further clarifications of proposals received.

G. Errors and Omissions in Proposal

Failure by MOCJ to object to an error, omission, or deviation in the proposal will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RFQ or any contract awarded pursuant to the RFQ.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFQ. Submissions of the RFQ will become the property of the City and may be used by the City in any way deemed appropriate.

I. Respondent's Obligations under the Campaign Reform Ordinance

Respondents must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any

land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a respondent is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the respondent is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (i) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (ii) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

- a) Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
- b) Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
- c) Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, respondents should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFQs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a respondent is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the respondent must comply with Chapter 12L. The respondent must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to respondent's meetings and records, and (2) a summary of all complaints concerning the respondent's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the respondent shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in respondent's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFQ does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Qualifications;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFQ shall be implied from any failure by the City to recognize or take action on account of any failure by a respondent to observe any provision of this RFQ.

N. Disadvantaged Business Enterprise Goals

The requirements of the Disadvantaged Business Enterprise Ordinance set forth in Chapter 14A of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "DBE Ordinance") shall apply to this RFQ.

1. Chapter 14A. Requirements

a. **DBE Subconsultant Participation Goals**

The DBE subconsulting goals, if applicable, will be established at a later date. The section below will be applicable at the time the contract is executed.

Each person responding to this solicitation shall demonstrate in its response that it has used good-faith efforts to employ DBE subcontractors, and shall identify the particular DBE subcontractors to be used in performing the contract. For each DBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. DBEs identified as subcontractors must be **certified with the San Francisco Human Rights Commission at the time the proposal is submitted**, and must be contacted by the respondent (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph will be non-responsive.

"Good-faith efforts" when required of a professional services provider shall mean the steps undertaken to comply with the goals and requirements imposed by the City for participation by DBEs as subcontractors, and shall include the following:

- (1) Attending any presolicitation or prebid meetings scheduled by the City to inform potential contractors of DBE program requirements for the project for which the contract will be awarded;
- (2) Identifying and selecting specific items of the project for which the contract will be awarded to be performed by DBEs to provide an opportunity for participation by those enterprises;
- (3) Advertising for DBEs that are interested in participating in the project, not less than 10 calendar days before the due date for responses to the solicitation, in one or more daily or weekly newspapers, trade association publications, trade journals, or other media, specified by the City. This paragraph applies only if the City gave public notice of the project not less than 15 calendar days prior to the due date for responses to the solicitation;
- (4) Utilizing HRC lists of enterprises that are certified by the Director of HRC as DBEs not less than 15 calendar days prior to the due date for responses to the solicitation;
- (5) For each specific trade identified in HRC's lists of certified enterprises, providing written notice of interest in submitting a bid or proposal for the contract to the following numbers of certified DBEs not less than 10 calendar days prior to the due date for responses to the solicitation:

- If the HRC list of certified enterprises identifies 1-25 available DBEs for the identified trade, the potential contractor must contact all of the identified firms.
 - If the HRC list of certified enterprises identifies 26-50 available DBEs for the identified trade, the potential contractor must contact 75% of the identified firms.
 - If the HRC list of certified enterprises identifies 51-75 available DBEs for the identified trade, the potential contractor must contact 50% of the identified firms.
 - If the HRC list of certified enterprises identifies 76-100 available DBEs for the identified trade, the potential contractor must contact 30% of the identified firms.
 - If the HRC list of certified enterprises identifies 101 or more available DBEs for the identified trade, the potential contractor must contact 25% of the identified firms.
- (6) Following up initial solicitations of interest by contacting potential DBE subcontractors to determine with certainty whether those enterprises were interested in performing specific items of the project;
 - (7) Providing interested DBEs with information about the plans, specifications, and requirements for the selected subcontracting or material supply work;
 - (8) Requesting assistance from community organizations; local contractor or professional groups; local, state, or federal small or disadvantaged business assistance offices; or other organizations that provide assistance in the recruitment and placement of small or disadvantaged business enterprises, if any are available;
 - (9) Negotiating in good faith with interested DBEs, and not unjustifiably rejecting as unsatisfactory bids or proposals prepared by any DBEs, as determined by the City;
 - (10) Where applicable, advising and making efforts to assist interested DBEs in obtaining bonds, lines of credit, or insurance required by the City or contractor; and
 - (11) Making efforts to obtain DBE participation that the City could reasonably expect would produce a level of participation sufficient to meet the City's goals and requirements.

Proposals which fail to comply with the material requirements of S.F. Administrative Code §14A.14 and this RFQ will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of DBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with HRC-certified DBEs located in San Francisco.

b. DBE Participation

The City strongly encourages proposals from qualified DBEs. Pursuant to Chapter 14A., the following rating discount will be in effect for the award of this project **for any respondents who are certified by HRC as a DBE, or joint venture partners who are certified as a DBE at the time that the proposal is submitted.** Certification applications may be obtained by calling HRC at (415) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- (1) A 5% discount to a joint venture with a DBE participation that equals or exceeds 35%, but is under 40%; or
- (2) A 7.5% discount to a joint venture with DBE participation that equals or exceeds 40%.
- (3) A 10% discount to:
 - A DBE; or
 - A joint venture between or among DBEs.

c. HRC Forms to be Submitted with Proposal

- (1) **All proposals submitted must include Human Rights Commission (HRC) Form 1 (included in Appendix A) whether or not a rating discount is applied for.**
- (2) HRC Forms 3, 4, and 5 (also included in Appendix A) are to be submitted with the proposal. If these forms are not returned with the proposal, the proposal may be determined to be nonresponsive and rejected. HRC Schedule D must be submitted if applicable.
- (3) Please submit only one (1) copy of the above forms with your proposal. The forms should be submitted in a separate, sealed envelope addressed to:

Roel Villacarlos
Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102-6033

- (4) If applying for a rating discount as a joint venture: The DBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the DBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-DBE joint venture partner. The DBE joint venture's portion of the contract must be assigned a commercially useful function.

If you have any questions concerning the HRC Forms, you may call Roel Villacarlos, the Human Rights Commission Contract Compliance Officer for MOCJ at (415) 252-2539. The forms will be reviewed and approved by HRC.

VII. Contract Requirements

A. Standard Contract Provisions

The successful respondent will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all certificates, bonds or other materials required in the

A. Protest of Non-Responsiveness Determination

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth (5th) working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within five (5) working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another respondent for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth (5th) working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Brenda Abrams
Mayor's Office of Criminal Justice
1 Dr. Carlton B. Goodlett Place, Suite 496
San Francisco, CA 94102

Appendix B Standard Forms

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file four standard City forms (items 1-4 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFQ package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (See note under item 3.) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Purchasing at (415) 554-6702.

If a contractor would like to apply to be certified as a disadvantaged business enterprise, it must submit item 5. To find out about item 5 and certification, the contractor should call Human Rights Commission at (415) 252-2500.

Item	Form Name and Internet Location	Form Number	Description	Return the Form to; For more information
1.	Request for Taxpayer Identification Number and Certification http://www.sfgov.org/oca/purchasing/forms.htm http://www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City's City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Office of Contract Admin. Purchasing Division City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6702
2.	Business Tax Declaration http://www.sfgov.org/oca/purchasing/forms.htm	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector.	Office of Contract Admin. Purchasing Division City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6718

Item	Form Name and Internet Location	Form Number	Description	Return the Form to; For more information
3.	<p>S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits</p> <p>http://www.sfgov.org/oca/purchasing/forms.htm - In Vendor Profile Application</p>	HRC-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the contractor's answers on this form. (Note: Contract-to-Contract Compliance status vendor must fill out this form each time contracting with the City.)	Human Rights Comm. 25 Van Ness, Suite 800 San Francisco, CA 94102-6059 (415) 252-2500
4.	<p>Disadvantaged Business Enterprise Application</p> <p>http://www.sfgov.org/oca/purchasing/forms.htm - In Vendor Profile Application</p>	Schedule D	Disadvantage businesses complete this form to be certified by HRC as DBEs. Certified DBEs receive a bid discount pursuant to Chapter 14A when bidding on City contracts. To receive the bid discount, you must be certified by HRC by the proposal due date.	Human Rights Comm. 25 Van Ness, Suite 800 San Francisco, CA 94102-6059 (415) 252-2500

Where the forms are on the Internet

Office of Contract Administration

Homepage: <http://www.sfgov.org/oca/>

Purchasing forms: <http://www.sfgov.org/oca/purchasing/forms.htm>

Human Rights Commission

Search for HRC forms under HRC Homepage: http://www.sfgov.org/site/sfhumanrights_index.asp

